

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

### PERSONNEL BOARD MINTUES OF THE MEETING OF FEBRUARY 10, 2012

Attendina:

Moj Khaghan Danial

Associate Member

Associate Member Associate Member

Rosalie Pincus George Castell

Gabriel Paez

Employee Member

Ramiro J. Inguanzo

Secretary

Absent:

David Alschuler

Michael Perlmutter

Chairperson Vice Chairperson Employee Member

Christopher Diaz Evette Phillips

Employee Member

Rosalie Pincus, performed the duties of Chairperson, in the absence of David Alschuler, Chairperson and Michael Perlmutter, Vice Chairperson. Mrs. Pincus convened the Personnel Board meeting at 9:10 a.m.

### ITEM 1- Approval of Minutes

Upon motion by Gabriel Paez, Associate Member, and seconded by Moj Khaghan Danial, Associate Member, the minutes of the December 16, 2011 Personnel Board meeting were approved.

## ITEM 2 - Discussion of Special City Awards & Employee Recognition

Ramiro Inguanzo, Secretary, reminded the Board that at their December 16, 2011 meeting a Subcommittee was created comprised of the following members: George Castell, Gabriel Paez, and Rosalie Pincus. The Subcommittee members discussed a meeting date review all of the nominations received and agreed on meeting on Wednesday, February 29, 2012 at 2:00 p.m. Although a Subcommittee was created to review all nominations, all Board members will receive a package with the nominations received. The Board was reminded that the City's 97th birthday and Employee Recognition Ceremony would be taking place on Monday, March 26, 2012, beginning at 1:00 p.m.

### ITEM 3 - Update from the Subcommittee on the amendment process of the **Personnel Rules**

Moj Khaghan Danial, Associate Member, advised the Board that the Personnel Rules Subcommittee had met on Monday, January 9, 2012 and had reviewed approximately twenty-five percent (25%) of the document. The next scheduled Personnel Rules Subcommittee meeting is Tuesday, March 6, 2012 at 2:30 p.m.

### ITEM 4 - Update on the Budget Advisory Committee (BAC) pension reform discussions

Ramiro Inguanzo, Secretary, advised that the next scheduled BAC meeting is on Monday, February 13, 2012 at 12:00 p.m. in the City Manager's Large Conference Room. Mr. Inguanzo updated the Board that the BAC was approximately seventy-five percent (75%) through their pension discussions. A copy of the Commission Memorandum containing the BAC pension reform initiative status report was provided to the Board.

### ITEM 5 - Update on Executive Level Recruitments

Ramiro Inguanzo, Secretary, advised the Board that we are currently working on several executive level recruitments, including: Police Chief, Fire Chief and City Clerk. The Police Chief recruitment interviews took place on February 6<sup>th</sup> and 7<sup>th</sup>. The eleven (11) candidates were interviewed by two panels comprised of members of the Miami Beach community and law enforcement community. The panels recommended four (4) top candidates to move on to the final interview panel on Wednesday, February 22, 2012.

The Fire Chief recruitment interviews will take place on Monday, February 27, 2012. This will be a panel-style interview where a dozen or so of the candidates will be interviewed. Gabriel Paez, Associate Member, expressed interest in being part of the panel. The Board recommended that a Board member be considered to participate in these interviews.

The City Clerk recruitment process has not yet been scheduled, but will be similar in style of Police and Fire Chief recruitments.

# ITEM 6 - Classified Performance Evaluations - the request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board

Ramiro Inguanzo, Secretary, informed the Board that we continue to work on these numbers with all City departments. Mr. Inguanzo also informed the Board that some of our numbers are high due to employees being out on Family Medical Leave, and the departments not being able to turn the performance evaluations in. Rosalie Pincus, Associate Member, asked if employees can come before the Board if they are not satisfied with the score received on their evaluation. Mr. Inguanzo clarified that employees can appeal before the Board if they received a five (5) or less in any category.

#### ITEM 6 - Open Forum Discussion

Ramiro Inguanzo, Secretary, once again asked the Board to calendar the Celebration of Time Ceremony on Monday, March 26, 2012 at 1:30 p.m.

The next scheduled Personnel Board meeting is on Friday, March 9, 2012.

With all in favor, the meeting was adjourned at 9:53 a.m.

amiro Inguanzo, Secretary